

Award by Invitation

Translation, Proofreading/Editing and Consecutive/ Simultaneous Interpretation Services

Location	Tirane
Type of Contract	Framework agreement (for a period of 1 year with extension possibilities upon satisfactory performance of the contractor)
Timeframe of the contract	November 2021 – June 2023 (with possible extension of 6 months upon delivery satisfaction)
Reference number	21-18-S4J
Number of potential successful offerors	1 or more bidders
Announcement date of the call	06 October 2021
Deadline of sending questions and receiving answers	Subjects interested to apply can send questions at al.info@swisscontact.org until 15 October 2021, 17:00. Answers will be sent to all interested subjects by 18 October 2021, 17:00.
Deadline for submitting full proposals	04 November 2021, 16:00
Language of Quotation	Albanian/English
Period of Validity of Quotes starting from the Submission Date	At least 2 months
Conditions for submitting applications	All applications will be submitted in hard-copy, signed and sealed in a covering envelope, to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, Tiranë or by email (signed and sealed) to al.info@swisscontact.org , by the deadline above mentioned.

BACKGROUND

'Skills for Jobs' (S4J) is a project of the [Swiss Agency for Development and Cooperation \(SDC\)](#), implemented by [Swisscontact Albania](#). It is part of the Economic Development Domain of the Swiss Cooperation Strategy for Albania (2018-2021), with specific focus on ***promotion of employment opportunities*** and ***skills development***.

The project focuses on 4 economy sectors with potential for growth and job creation in Albania: Tourism and Hospitality, Information and Communication Technology (ICT), Textile and Construction (with a focus on energy efficiency buildings). During the second phase the project will extend its support to other economy sectors with potential for growth and jobs.

The project is in its second phase, which started in May 2019 and will last until June 2023. During this phase, the project aims at supporting 10,000 students and 6,000 trainees.

'Skills for Jobs' (S4J) is designed with the aim to tackle major Vocational Education and Training (VET) system challenges, such as: low quality and status, insufficient financing, weak labour market orientation, poor private sector engagement and poor performance of graduates in the labour market. The project addresses these challenges by focusing on ensuring systemic change, capacity development and empowerment of key actors. Based on this approach, S4J Phase II supports partner VET providers in Albania in terms of::

- Employers' and partners relations,
- Diversification of VET offer,
- New Ways of Inclusive Learning and Quality,
- Work-Based Learning in cooperation with employers, and
- Organisational Development.

Work-based learning, the use of technology in the classroom, blended and individualized learning, making the VET offer relevant for students, trainings on industry standards and the application of a business mindset in the management of VET institutions are at the core of 'Skills for Jobs' (S4J) implementation.

Seven providers in the five selected regions benefit from the project: the [vocational 'Hamdi Bushati' school in Shkodra](#), the [vocational 'Kolin Gjoka' school in Lezha](#), the [electro-technical 'Gjergj Canco' school in Tirana](#), the [vocational 'Kristo Isak' school in Berat](#) and the [Commercial school](#), the [industrial 'Pavarësia' school](#) and the [Vocational Training Centre in Vlora](#).

Four other VET providers will join project during the second phase. More public providers will benefit from the initiatives that the project has piloted in partner schools during the first phase.

1. SUBJECT

Under this Request for Quotation, Swisscontact is seeking offers from reputable, well established and experienced service providers, to provide with service for **Translation, Proofreading/Editing and Consecutive/ Simultaneous Interpretation Services**.

A Framework Agreement will be concluded between Swisscontact and the successful providers for a period of November 2021 – June 2023, with possible extension of 6 months upon satisfactory performance of the contractor. The above services will be proceeded at different times, according to the needs / requirements of the company.

Under the supervision of Communication Officer and Project Manager, the service provider will be requested to deliver the services as follows:

1. Translation Services (English to Albanian, Albanian to English, Albanian to Swiss German, Swiss German to Albanian)

- Produce 100% accurate translation of various documents, speeches, talking points, presentations, brochures, fact sheets, reports, website content, press releases, etc. as assigned by Skills for Jobs Project;
- Use the appropriate terminology considering the style and nuances of the original text. Areas frequently covered by such documents include vocational education and training, new ways of learning (online and blended learning), business relations in VET, governance in VET, etc.
- Quality check and proofreading of translation ensuring no typographical errors in the final text;
- Ensure timely delivery of translated materials;
- Make necessary corrections or changes required by the project and re-submit corrected text within the agreed timeframe;
- Deliver the translated documents as per the plan developed by the Communication Officer, as per each specific assignment.

2. Proofreading / Editing (Albanian and English)

- Review and edit texts written in Albanian and English;
- Assure texts are technically, linguistically and grammatically correct and consistent in terms of completion and terminology usage;
- Assure that texts meet high quality standards, are error free and will not need further editing after completion of translation.
- Deliver the edited documents as per the plan developed by Communication Officer, as per each specific assignment

3. Consecutive Interpretation Services (English to Albania, Albania to English)

Provide consecutive interpretation during project events (ceremonies, workshops, trainings, conferences, informative community events, etc.) and meetings (technical working groups meetings, meetings between international advisors/experts or project representatives and local counterparts, etc.);

4. Simultaneous Interpretation Services (English to Albania, Albania to English)

Provide simultaneous interpretation during project events (ceremonies, workshops, trainings, conferences, informative community events, etc.) and meetings (technical working groups meetings, meetings between international advisors/experts or project representatives and local counterparts, etc.).

2. DOCUMENTS TO BE SUBMITTED

Applicants are required to have indicated and attached **mandatory** documents:

- Technical Proposal:
 - CV or Company profile;
 - QKB extract for companies;
 - Previous experience/portfolio: Short bio shortly describing previous experience related to this call. Companies are required to submit CVs/short bio of the expert that will be engaged. Include a list of clients you currently work with.
- Financial Offer: The proposal should contain a daily rate fee in ALL, and please indicate if VAT and/or other taxes are included or not. The financial proposal should be provided as per table in Annex 1 of this call.

3. EVALUATION PROCESS

An evaluation panel, consisting of no less than 3 (three) members, will evaluate the applications as per the criteria informed in this tender document. Swisscontact Albania will evaluate the applications received within the two months after the deadline of application.

Proposals that meet the requirements, as stated above, will be evaluated with the following criteria:

- | | |
|---------------------------------|------------|
| • Technical proposal: | 70% |
| ○ CV or Company profile | 30% |
| ○ Previous experience/portfolio | 40% |
| • Financial Proposal: | 30% |

Swisscontact reserves the right to cancel a bidding process, accept or reject bids without notifying the reasons to the bidders. It also has the right to ask one or more of the bidding organizations for clarifications regarding the bid.

4. SUBMISSION INSTRUCTION

The deadline of submission is **04 November 2021, 16:00**. Please note that in case your offer will be sent later than the deadline for submission, Swisscontact may decide to disqualify your submission and not consider this eligible for further phases of evaluation.

All applications will be submitted in hard-copy, signed and sealed in a covering envelope, to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, Tiranë or by email (signed and sealed) to al.info@swisscontact.org, by the deadline above mentioned. Please specify outside the envelope or in email subject, the Award by Invitation reference number and title: 21-18-S4J - Translation, Proofreading/Editing and Consecutive/ Simultaneous Interpretation Services.. All documents should be duly filled, signed and stamped.

The application **MUST** contain all required documentation, otherwise may be automatically eliminated by Swisscontact without a further request for clarification and/or completion.

5. COMMUNICATION WITH THE BIDDERS

Any communication between SC-ALB and the bidders that might compromise the transparency and fairness of the bidding process must be avoided. Communication has to be documented in writing. The interested applicants can send their questions to al.info@swisscontact.org by *15 October 2021, 17:00*. The deadline for submitting responses will be *18 October, 17:00*. Responses to requests for clarification by one bidder must be shared with all bidders in through uploading in the website.

Annex 1: Financial Offer

Description of Requirements	Language	Unit	Price per unit (ALL)	Delivery time after receiving the order	Comments from offerors
Translation	English to Albania	Word			
	Albania to English	Word			
	Albania to Swiss German	Word			
	Swiss German to Albania	Word			
Proofreading	English texts	Word			
	Albania texts	Word			
Consecutive Interpretation (up to 4 hours/half day)	English to Albania, Albania to English	up to 4 hours/half day			
Consecutive Interpretation (up to 8 hours/full day)	English to Albania, Albania to English	up to 8 hours/full day			
Simultaneous Interpretation (up to 4 hours/half day)	English to Albania, Albania to English	up to 4 hours/half day			
Simultaneous Interpretation (up to 8 hours/Full day)	English to Albania, Albania to English	up to 8 hours/full day			

****Please indicate if VAT and/or other taxes are included or not**

Name of Bidder: _____

Authorized signature: _____

Functional Title: _____

Email and telephone number: _____

Date: _____

For companies: Duly authorized to sign the for and on behalf of _____

[Company Name]

Company seal